

State of Connecticut JOB POSTING

Connecticut State Library Library Aide

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

Open To: The Public (no exam)
Position No.: 80982
Unit: History and Genealogy
Location: 231 Capitol Ave, Hartford CT
Schedule: **Part Time** – 30 hours per week; Monday - Friday
Salary: \$15.02 per hour
Closing Date: **July 30, 2014 by 4pm; no exceptions**

The preferred candidate will have experience working directly with the public; using Microsoft Access; filing both alphabetically and numerically in a library setting; digital single-lens reflex cameras and document and photo scanners as well as be able to lift 40 lbs.

PURPOSE OF CLASS: In the State Library, this class is accountable for performing a full range of basic tasks in providing library services to the public.

SUPERVISION RECEIVED: Initially works under the close supervision of an employee of higher grade, works more independently with acquired experience.

EXAMPLES OF DUTIES: Performs a wide variety of basic routine clerical duties in facilitating library services; sorts, stacks, shifts and shelves books, periodicals and other library materials; pulls material from shelves; inspects materials for damage; cleans and/or re-houses various types of library material; maintains books including jacketing, marking, labeling and repairing; prepares library materials for issuance to patrons or other addresses; files various types of library material including microfiche, microfilm, etc.; photocopies as instructed; may transport books, material etc.; may use computers; may log material; may lift books; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Ability to follow oral and written instructions; basic interpersonal skills; ability to perform basic clerical tasks such as sorting, alphabetizing and numeric coding.

EXPERIENCE AND TRAINING: Any experience and training that could reasonably be expected to provide the knowledge, skills and abilities listed above.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit ***a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment*** (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106

Confidential Fax: (860) 622-4921

OR

Email to DAS.HR.SMART@ct.gov, MUST include Lib Aide 80982 (last name) in subject line.
Applicants for this vacancy may be used for future Library Aide vacancies at the CT State Library.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.